

RUNNYMEDE BOROUGH COUNCIL
Management Plan Ottershaw Memorial Field
2006 to 2011



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1.0 Introduction

This management plan assesses the current facilities and management operations within Ottershaw Memorial Field. Its aim is to gain an understanding of the requirements needed to conserve and enhance the features and facilities of the park for the continued benefit of the local community. This is the first management plan for Ottershaw Memorial Field and has been produced by the Leisure Services Department of Runnymede Borough Council. The plan will come into operation in 2006 and will cover the period up to 2011.

The plan is set out in three sections:

- Site Characteristics
- Site Evaluation
- Future operation covering 2006 – 2011

It is hoped that by implementing the recommendations made in this plan Ottershaw Memorial Field will continue to develop in a positive manner for the benefit of the local community.

2.0 Site description

2.1 Site Details

2.1.1 Contact

Peter Winfield, Parks and Amenities Manager

2.1.2 Address

Ottershaw Memorial Field

Foxhills Road

Ottershaw

Surrey

KT16 0NQ

2.1.3 Telephone

01932 873646

2.1.4 Website

www.runnymede.gov.uk

2.1.5 Grid reference

501694 - 164070

2.1.6 Tenure

Runnymede Borough Council owns and manages Ottershaw Memorial Field along with part of the woodland behind. The main area of the park, which consists of open grassed areas was originally donated to the council by William James King of Ottershaw with the agreement that it would be kept as a recreation ground for the enjoyment of the residents. Other sections of the land were acquired by the council at various stages since that time.

2.1.7 Area

8.5 hectares

2.1.8 Site Status

Public Recreation Ground

2.1.9 Access

There are four access points to the park. The main entrance is from Foxhills Road, which leads into the car park nearest the bowling green. This is a large car park, which includes two disabled parking bays. There is also a second large car park, which can also be accessed from Foxhills Road. This car park also includes two disabled parking bays. Access into the park for emergency vehicles is via either of these car parks. There is a locked barrier, which can be used if emergency vehicles need to access the far side of the park.

Pedestrians can access the park via either of the vehicular entrances; however, there is also a designated pedestrian route into the corner of the eastern car park from the path that runs along Foxhill Road. At the rear of the Ether Hill woodland, which is also owned by Runnymede Borough Council, there is a pedestrian entrance, which leads from the Chobham Road over Ether Hill and into Ottershaw Memorial Field. There is a bus stop fifteen minutes walk from the entrance to the memorial field, however no train services are available at Ottershaw.

2.1.10 Location

Ottershaw Memorial Field is located within southern region of the Borough of Runnymede in Surrey. The park is located on the eastern perimeter of the town of Ottershaw just 10 minutes away from junction eleven of the M25. The Memorial Field is five miles from Woking, to the south, and is two miles from the towns of Chertsey and Addlestone to the north and east. (Please see maps enclosed in appendix 1 for details).

Ottershaw Memorial Field is bordered by grassland to the north and a golf course to the west, there is a connecting area of woodland to the south of the memorial field and to the east is residential housing.

2.2 Environmental Information

2.2.1 Soils

In the early years of ownership Runnymede Borough Council carried out substantial re-grading of land at the memorial field to create level ground for the play area, football pitches and cricket square. For this reason the topsoil is fairly mixed and there are sections where there is poor land drainage. The underlying geology of this area consists of Bagshot beds, which are a mixture of sand and pebble. On top of this, and in areas such as the outfield of the cricket pitch, the soil is a sandy loam. However in other areas, particularly at the western end, the soil has higher content of clay, possibly owing to the re-grading that took place.

2.2.2 Hydrology

Owing to the presence of Ether Hill to the south of the memorial fields, there is quite a lot of run off of surface water onto the playing fields, towards the road and bowling green area. There are therefore occasional problems with drainage on parts of the memorial fields around the play area, football pitches and bowling green especially where the ground has been compacted. A certain amount of drainage has been installed to try and alleviate this problem, which includes land drains around the football and cricket pitch as well as sand silts across the football pitches. Drainage has also been installed under the bowling green and alongside the multi use games area.

2.2.3 Flora and Fauna

There is a variety of flora across the site, which ranges from formal herbaceous borders to semi-natural woodland. The largest area of amenity value planting is at the main entrance to the grounds where there is an area used for annual bedding which is replanted twice a year in the spring and autumn. Around it are a series of herbaceous beds, which extend into the bowling green. A further amenity area can be found behind the scout club which consist of ornamental shrubbery and managed grass land. There are few specimen trees at Ottershaw, however there is a good example of an Atlas Cedar at the front entrance to the site (a list of trees within the park can be seen in appendix 2).

The largest area of semi natural habitat lies to the west of the site and is predominately covered in woodland. The edges of this woodland are of most interest as they consist of a mixture of deciduous and evergreen trees including Oak, Scots Pine and Silver Birch. Under the canopy of these trees a large amount of holly can be found as well as some groundcover species such as bracken and bramble. The centre of the woods is at the highest point and is covered in Scots Pine with some Silver Birch mixed with it at slightly lower levels.

There is evidence that the woodland provides a good habitat for invertebrates, birds, fungi and mammals, however a full phase one habitat survey should be undertaken to establish the diversity and abundance of species in this area. There are unfortunately parts of the woodland, particularly towards the eastern boundary, where Rhododendron has encroached. The control of this species will be incorporated into the future management of this site.

Along the boundary to the north of the memorial field there is a mixed native hedge line which includes species such as Hawthorn, Ivy, Beech and Holly. There are also standard Hollies growing within this hedge. On the memorial field side of this hedge is a row of trees consisting of species such as Beech,

English Oak and Red Oak. Similar planting can also be found on the southern boundary of the field. At the western end of the memorial field, nearest to the play area, ornamental trees have been planted amongst the grassland. This creates an excellent area for families to picnic.

2.4 Facilities

The park has been designed to provide wide range of facilities for the people of Ottershaw. The park has easy access for all and there are disabled parking bays within each of the car parks. There are benches and bins throughout the park and public toilets (including disabled) in the car park nearest the bowling green. There are two sets of changing rooms, which include toilet facilities for those using the cricket square, tennis courts and football pitches. The toilets and changing rooms within the pavilion have disabled access including brail signage. There are also baby-changing facilities within these toilets. The bowls and cricket club each have separate facilities within the pavilion including changing rooms, toilets, and a kitchen area.

Other facilities at the memorial field include:

- Two adult football pitches
- Cricket table
- Cricket Nets
- Bowling green
- Putting Green
- Two tennis courts
- Play area
- Multi Use Games Area
- Formal bedding
- Weight lifters club
- Scout Club
- Play School

2.3 Summary Site Description

The memorial grounds have a natural setting with a wide range of recreational facilities on offer for the local community. The site is staffed seven days a week and is open to the public at all times. The park provides a valuable green space for the local community and is used continuously throughout the week.

Main user groups include:

- Dog walkers
- Walkers
- Young People
- Families
- Bowling club
- Football club
- Cricket club
- Scout Club
- Play Group
- Weight Lifting Club
- Council staff
- Local workforce

2.4 Recorded History

Hannah Lane and the Ottershaw Society produced a report titled "Survey of the Parish of Ottershaw and its Surroundings 1994-2000, with Historical Background" which highlights the previous land use of Ottershaw Memorial Field. During the late 1700's the land now known as the Memorial Fields was covered by heath land. At this time tenant farmers used the land for grazing cattle and broom making. It is thought that the heath land was then cleared through slash and burn and was turned to grassland.

The enclosure maps of 1845 show that at that time the land was owned by Sir Joseph Mawbey of Botleys park. This land then passed to the Foxhill estate when the then deceased Sir Mawbey's daughter married into the Briscoe family. At this time (early 1800's) the land covering the memorial field was rented to a local farmer for grazing cattle. By the 1860,s the land was re-leased and was used as a local nursery until 1937.

By the Second World War the land was needed to grow food and was requisitioned by the Ministry of Defence. At this time the fields were used to grow corn, which was closely tended by the land girls. The land girls put up a hut at the eastern end of the site (where the multi use building currently stands) in which they lived. Although the Ministry of Defence had requisitioned the land during the Second World War it reverted back to the Foxhill estate afterwards and continued to be used as arable land until the 1950's.

In 1950 part of the Foxhill estate was bought by William King of Ottershaw for the sum of £1150 and he donated this land to the council. The council promised to hold the land "as a public recreation ground and in particular for the benefit of the residents of the district of Ottershaw who shall so far as practicable be given preference in the enjoyment thereof and that the same shall be known as the Ottershaw Memorial Field". At this time the Foxhill estate retained a small section of the land at the front entrance to the grounds as this was an old water pumping station for their estate. This land was sold to the council in 1984 for the sum of £1.

In 1957 a small slither of Ether Hill, close to the present Multi Use Games Area, was acquired from the Foxhill Estate. The rest of Ether Hill was acquired from the Foxhill Estate as a gift in 1987 along with a piece of land to the west of the memorial grounds which abuts the golf course and Foxhills Road.

The most recent acquisition came in 1997 when a strip of land which runs from the Chobham Road up to the back of Ether Hill was acquired from the Chertsey Combined Charity. Although this land abuts Ottershaw Memorial Field it has been given the name of Ether Hill open space. It is believed that Ether Hill was used as a site for the local gallows during the 14th century and stood as a terrible warning to anyone thinking of breaking the law. It is thought that Ether Hill was chosen for the site of the gallows as it could be seen from miles around.

2.6 Vision for Ottershaw Memorial Field

The Ottershaw Memorial Field provides a beautiful natural setting for the people of Ottershaw. The park has a wide range of facilities on offer and is very well used throughout the year. Our vision is to maintain the natural setting of the park and to increase community involvement in improving the park for all who use it.

The Council wish to keep the public informed of what is happening within Ottershaw Memorial Field and aims to regularly update the community through methods such as leaflets, public meetings and a website.

The Council feel that the park has lots of potential. For example much greater use could be made of the woodland to increase wildlife habitats, which, in turn, could provide more interest for the public. Such projects would be a great opportunity to involve the public providing community interest, an educational tool and an improved park for residents to use. The council is therefore keen to pursue projects of this nature. The Council is currently undertaking a refurbishment of play facilities and hope that once completed they will be utilised by the local community.

3.0 Site Evaluation

3.1 Welcoming Place

3.1.1 Safe Access

The majority of the park has an open aspect allowing for good visibility throughout. The woodland is secluded but is regularly inspected by the park supervisors. The two parks supervisors ensure facilities are safe throughout the day and have been trained to identify situations that could impede the safety to all users, in particular young people.

The park is open to the public at all times with facilities such as the public toilets being opened by the park supervisors at eight am on weekdays and nine am at weekends and bank holidays. Details of these times can be found in appendix 3.

Pedestrian access to the memorial fields is via the designated entrance along Foxhill Road, which leads into the car park nearest to the bowling green. This entrance is large enough to allow for pram and wheelchair usage. A rail has been installed at this entrance to prevent people from running out onto Foxhill Road as they exit the park. The council recognises that there is a potential danger caused by people having to cross part of the car park when entering the memorial grounds via this entrance. The council will therefore look at providing a designated footpath at this location.

The car park at the eastern end of the memorial grounds is well used, particularly by the clubs who regularly use the sport facilities. It has two disabled bays nearest the path leading to the pavilion and

has public toilets, including disabled, adjacent to it. The entrance to this car park is open twenty-four hours a day and there is no height restriction on vehicles that can enter.

The second car park at the western end of the memorial fields also has plenty of parking spaces and includes two disabled parking bays. From this car park there is a hard standing path, which leads to the play area and picnic facilities. There is a height barrier on this entrance, which is clearly marked.

Signage is installed on the entrances to the play area informing the public that adults are only allowed to enter if they are accompanying children that are using the facilities. The play area has been designed to cater for young people up to the age of 14 years and fully complies with the relevant standards for health and safety. However as part of a wider scheme, the council is undertaking a refurbishment of the play area which is due to be completed by the end of 2006.

There is a great opportunity to encourage people to cycle to the park instead of using cars. Although bikes are not permitted to ride within the main area of the park, a secure lock up could be provided near the entrances to encourage people to use bikes as a means of transport.

3.1.2 Signage

The park is sign posted from the Guildford Road and Chobham Road in Ottershaw and there is a welcome board at both car park entrances to the Memorial Fields. The welcome sign at the eastern end of the park gives a contact number, opening times, facilities and a copy of the by-laws. The welcome sign at the western end of the park has a list of facilities available, directions for the park supervisor's office and a copy of the by-laws. At the main park entrance there is also a large sign indicating its name, the facilities available and the current closing times. In other areas of the park there are signs on relevant entrances to facilities such as the play area and a map is located outside the public toilets showing the local area. Brail signage has been included on the entrances to the pavilion facilities. It is recognised that there is a general lack of signage in the park and that some of the existing signs are in need of replacing. The council therefore plan to address this issue as part of the future management of the park.

3.1.3 Equal access

The park is open to the general public and can be accessed via unrestricted gates and concrete paths. The paths are wide allowing access for wheelchairs, prams and pushchairs and connect the car parks to the main facilities within the park. The footpaths around the memorial fields are kept in a clean and safe condition by the park supervisors who carry out a daily check removing litter and debris as they go. In

order to facilitate an easier access around the grounds a footpath could be installed between the two car parks along the boundary that runs parallel with Foxhill road. A further footpath could be installed along the southern boundary of the grounds from the pavilion to the bottom of Ether Hill to link up with the path that leads to the playground. This would not only provide attractive route for all users of the park but would also link the paths from the woodland to the rest of the grounds.

Benches have been installed around the park at regular intervals providing resting spots to enjoy the park and its views. As part of future management of the park it is intended that the council will undertake a replacement program for some of the benches in the park, which will include installing Easi-risers in areas such as the path to the pavilion and the within the bowling green. Easi-riser benches are designed with armrests and a raised seat to allow for easy usage. These benches will be installed on large areas of hard standing to allow access for wheel chair users.

The paths to facilities such as the play school, scout club, and toilets are ramped for ease of access. There is easy access to the front of the pavilion however, at present access to the bowling green is more difficult. The council will investigate suitable options to address this issue.

3.1.4 A Welcoming Place

The Ottershaw Memorial Fields are well laid out with the woodland area acting as a backdrop to the sports facilities and open space. The play area and multi use games court have been located away from the pavilion and bowling green but are still easily accessible from the entrance at the western end of the park.

There are activities in the park for people of all ages. There is the multi use games area and play area for young people and the woodland, which is used by both adults, and young people for a range of activities. There is a wide range of sport facilities including changing rooms for people of all ages and multi use rooms which are used by local groups such as the weight lifters, highland dancers, weight watchers and a play group. The local scout and guide groups have use of the building to the east of the bowling green and often use the woodland for their activities.

To increase interest to visitors, local artists could be approached to create sculptures, sympathetic to the local landscape. These could be placed at appropriate locations around the park, for example at the entrance to the woodland. This is an idea that will be looked at as an objective for the park.

OBJECTIVES: WELCOMING PLACE

1. Maintain a clean and tidy site
2. Facilitate equal access for all members of the community
3. Improve signage at the entrances and throughout the park
4. Identify potential funding to extend footpaths around the park.
5. Install designated footpath from pedestrian entrance on Foxhill Road to main sports field
6. Replace worn benches with new and install easi-rider benches around the pavilion and bowls area with hard standing for wheel chair access
7. Carry out proposed improvement works to play area
8. Install bicycle lock up area
9. Maintain park infrastructure in a safe and secure condition
10. Improve access from eastern car park into the bowling green for disabled access
11. Contact local artist to see if they have any interest in creating a sculpture for the park

3.2 Health, safe and secure

3.2.1 Equipment and facilities

There are only a few incidents of vandalisms that occur at Ottershaw Memorial Field. This is particularly good when considering that the site is only manned during opening hours. The staff are vigilant about safety on the site and are trained to deal with anti-social behaviour.

The Parks Supervisors undertake a check of the park first thing in the morning to ensure that the site is safe and clean and that no vandalism has occurred. The buildings are also checked each day and are cleaned regularly. If minor damage has occurred to any buildings or other facilities, repairs are carried out at the earliest opportunity. These occurrences are logged in a book. Where larger incidents occur, requiring the use of an outside contractor, the incident is reported to the officer in charge of the park as soon as practical and is also logged for the records. If buildings or equipment are rendered unsafe the item is cordoned off and signs erected until a repair can be undertaken.

There is a regular safety inspection programme for the play area and multi use games court. Parks supervisors undertake a visual inspection of the equipment on a daily basis to ensure that it is

maintained in a safe condition and that it is free from vandalism and graffiti. An inspector who is part of the Association of Play Industry checks the play equipment monthly. Any defects are reported to the Technical Officer who will then arrange for their rectification. A structural inspection is completed on an annual basis by a specialist in play equipment.

All sports equipment including the tennis courts, cricket square and bowling green are checked daily for damage. Minor problems can be resolved on the spot by the park supervisor however where a major problem is found the relevant equipment is cordoned off and the officer in charge of the park informed.

The maintenance equipment and machinery are checked over before each usage and are cleaned, lubricated and checked for damage after each operation. All machinery is also subject to an annual service.

The footpaths within the park are in good condition and do not pose any trip hazards. They are also wide avoiding congestion problems and provide easy access for wheelchairs and pushchairs. All footpaths, bins and benches are checked daily to ensure that they are in a safe condition and that there is no obstruction to their usage.

3.2.2 Secure Place for the Community

The two park supervisors are trained to deal with difficult situations, including crime and vandalism. The full time presence of these supervisors not only means that the park is maintained to a high standard for the benefit for the community but also creates a feeling of security. It is for this reason that the Parks Supervisors are encouraged to maintain a high profile within the park.

A good relationship is maintained with the Community Police Officers and the park receives on average one visit a month from them. The council continues to build a good relationship with the police and work closely with them to reduce crime within the memorial fields and in general. The council would like to encourage Community Police Officers to visit the park on a more frequent basis.

The play equipment and the multi use games area conforms to all relevant BS standards and are inspected regularly to ensure that the highest standard is maintained. Parts of the play area are due to be refurbished later this year. This will include replacing some equipment such as the 2-2-7 unit and Caterpillar and slide. It will also include refurbishing other units such as the see-saw and cradle swing. As part of the refurbishment program for this play area the council are looking at replacing some of the

current picnic benches, which will include disabled access. The picnic benches would be installed on hard standing. As an objective for this management plan the council will also look to connect the path outside the play area to the picnic benches within it to allow ease of access for prams and wheelchairs.

The Council's DSO empty the dog bins on a frequency of twice a week in the summer and once a week in the winter. The litterbins are emptied by the park staff as regularly as needed and are checked over on a daily basis. The council employ contractors to cut the large grass areas, however in places where there is fine turf the maintenance regime is carried out by the park supervisors. The Park Supervisors keep a high profile within the park. This not only ensures that the park is kept in good condition but also that there is a high level of security for its users. The presence of other contractors within the park along with the supervisors of the play group, sport clubs, Scout and Guide group add to the feeling of security.

As part of the future management of Ottershaw Memorial Fields there are plans to increase the level of community involvement. This would not only increase the quality of the park for its users but will also help to reduce antisocial behaviour, provided people can be encouraged to report incidents of such behaviour to the police.

3.2.3 Dog fouling

Ottershaw Memorial Field provides a valuable space for dog owners who are one of the main user groups of the park. The cleanliness of the park is maintained by the encouragement of all users to dispose of dog faeces in the designated bins.

Generally there are no major problems with dog fouling within the park. Dog bins are located across the site and are emptied regularly by a contractor. Visitors who fail to remove dog litter will be approached by the park supervisors, if seen, and asked politely to remove it, any dog faeces seen around the park will be cleared up immediately by the park supervisors. The council recognises that disposal of dog litter could be further encouraged through the refurbishment of the current bins (i.e. cleaning and repainting them as required) and making sure that more dog bins placed in the park along with better signage. This will be addressed as an objective for the park.

3.2.4 Health and safety policies

The Council complies with Health and Safety Policies, which ensure the safety of visitors, staff and contractors. Staff have received training to ensure that safe work practices are adhered to and are also trained in conflict management. Risks Assessments have been completed for each activity within the

park, which are reviewed annually. Service and routine maintenance checks are regularly made of fire extinguishers, alarm systems, electric equipment and operational plant. COSHH assessments have been conducted on site and hazardous materials stored safely with warning notices displayed. The use of chemicals are recorded and the information sheets kept on file.

3.2.5 Toilets, Drinking Water, First Aid, Public Telephones and Emergency Equipment

There are toilet facilities located near the eastern car park next to the main entrance. Disabled toilets are included as part of these facilities and can be opened using a radar key available from the Park Supervisors. The public toilets are inspected and cleaned on a daily basis by the Park Supervisors and are kept locked at night to prevent problems of misuse. The two changing room facilities are also inspected on a regular basis and are cleaned after each use. The Park Supervisors have first aid facilities for themselves but they do not administer first aid to the public. In the event of an accident in the park the supervisors will call the emergency services. Accidents are also recorded and reported to the officer in charge of the park along with crime and vandalism.

The nearest public telephone is located at the Harvester Pub in Ottershaw approximately five hundred metres from the car park at the eastern end of the Memorial Field. In an emergency the Park Supervisors will use the phone in the site office. There is a drinking fountain located along the boundary of the park that runs adjacent with Foxhill Road close to the two football pitches and cricket square. At present there is limited signage to the toilets, drinking water points and telephone. However this will be addressed as part of the future management of the park.

OBJECTIVES: HEALTH, SAFE AND SECURE

1. Continue management practices in the park that ensure the safe use for all visitor groups
2. Increase community ownership of the park and encourage them to report any antisocial behaviour
3. Improve signage for public telephones, drinking water points and toilet facilities including details on contact numbers for emergency services.
4. Ensure that the Health and Safety Policy is in place and adhered to
5. Continue to work closely with the police and see if the Council can increase their presence in the park
6. Maintain toilets and changing rooms in good condition
7. Undertake replacement program for the picnic tables in the play area
8. Install paths within the play area to allow access for pram and wheel chair users
9. Refurbish/replace current dog bins and install more around the park. Also install signage about dog litter.

3.3 Well maintained and clean

3.3.1 Litter and waste management

The maintenance of Ottershaw Memorial Field is shared between directly employed Park Supervisors, the Council's DSO and horticultural contractors. The park supervisors maintain the sport pitches, hedges, litterbins, play equipment (including multi use games area), amenity areas the annual bedding displays. The horticultural contractors are employed to cut the large areas of grass and the Council's DSO empty the dog bins. The park is inspected by the Parks Officer to ensure the works are being carried out to the highest possible standards.

Each area of the park has a different programme of works and a different management routine. The Park Supervisors who have had extensive training in this field undertake specialist sport pitch maintenance operations. The horticultural contractor cuts the larger grass areas. The dog bins are emptied by the councils DSO twice a week in the summer and once in the winter. The litterbins are checked daily and are emptied by the park supervisors as required. The park supervisors carry out a litter pick of the park on a daily basis however in the event that litter is seen by other members of the parks department it will always be picked regardless of that persons position. All officers in the parks department have been issued with a litter grabber and dustbin bags to assist them.

The Arboricultural Officer inspects the trees within the park regularly and works are contracted out as required. If the Park Supervisors notice any problems with trees during their day-to-day routines this is reported to the Arboricultural Officer to deal with.

3.3.2 Grounds, buildings, equipment and other features must be well maintained

The Park Supervisors carry out an external check of all buildings daily. In addition they carry out regular cleaning of the two changing rooms (including toilets) and the public toilets. The facilities used by the play school/weight lifting club, scout club, bowling club and cricket club are cleaned by their own members. There is a good relationship between the various clubs and the Park Supervisors and they are always willing to help each other to keep the buildings safe and secure. There is an annual inspection carried out on all buildings by the Building Services department of Runnymede Borough Council.

Equipment such as the bowling green and cricket square are regularly maintained by the Park Supervisors. Before each game these areas are also checked and prepared to ensure that they are ready for use. Equipment that is used constantly for example the play area is subject to a daily check by the Park Supervisors who have been trained to carrying out such inspections.

All equipment used by the Park Supervisors for maintenance purposes are checked over before and after each use at the site compound which is away from the public. All fuel used for the machinery is also stored carefully within this compound which is kept locked and alarmed. Both Park Supervisors have been trained in the correct use and maintenance of all equipment at the memorial field. All equipment is subject to an annual service, which is carried out by a contractor off site.

The Park Supervisors check the condition of the grounds each day and remove anything that could cause harm to the public. They also ensure that the park is kept clean and tidy and that all aspects of the park are tended to regularly.

3.3.3 A policy on litter, vandalism and maintenance

The Council ensures that the park is kept free from litter and debris. The Park Supervisors patrol the park daily and pick up any litter and debris that they see. During this inspection they also check for other problems such as dog fouling, graffiti, fly posters, fly tipping, used needles/syringes and chewing gum. If there is a particular area of the park where there is a frequent problem this is reported to the officer in charge. A park warden is available if there is a major litter problem at weekends and on bank holidays.

As an objective for the park the council intend to ensure that all litter and dog bins are either repaired or replaced. The council will also install more dog and litter bins around the park.

There is a great potential at the memorial fields to install some small sized recycling facilities for the disposal of cans and bottles. This will be addressed as an objective for the park.

Levels of vandalism are generally low. The Park Supervisors always keep an eye on the park and ensure that any acts of vandalism are dealt with swiftly. The park supervisors are equipped to deal with minor incidents of vandalism including graffiti and will rectify such occurrences at the earliest opportunity. Larger acts of vandalism and graffiti are reported to the officer in charge of the park who will arrange for the problem to be rectified. The officer in charge will also bring the incident to the attention of the police. If the act of vandalism renders a part of the park or facility dangerous then the area is cordoned off and sign posted until repair can be undertaken.

The park staff are very dedicated and are willing to work extra hours to ensure that the park is kept to a high standard. Authorised officers regularly inspect works undertaken by contractors and any problems are reported back to the contractor for rectification. A procedure is in place to ensure that another contractor can be brought in to complete the work of the original contractor if it is still not up to standard after the rectification orders.

OBJECTIVES: WELL MAINTAINED AND CLEAN

1. Continue to maintain Ottershaw Memorial Field in a clean condition and ensure that all equipment and facilities within the park are well maintained
2. Repair/replace existing dog and litterbins and increase the number of both types of bins across the park.
3. Install small recycling bins in strategic locations such as the play area, multi use play area and pavilion

3.4 Sustainability

3.4.1 Environmental Policy and Management Strategy

The Council works in line with the environmental policies, which meets the standards set out by Agenda 21. The environmental policies are currently being reviewed. The Council operates within a sustainable

procurement policy promoting environmentally friendly products and services which have a minimal environmental impact, so long as requirements of value for money and quality are met. The council encourage suppliers to pursue responsible environmental practices.

3.4.2 Pesticide use

All pesticides used by the council and its contractors comply with the Control of Pesticides Regulations 1986 and are only applied by fully trained personnel who hold certificates of competence to comply with the Food and Environmental Policy Act 1985. Wherever possible the use of pesticides and herbicides has been reduced in order to protect the environment and the council have stopped using non-persistent weed killers such as atrazine and simazine altogether. No chemicals on the "U.K.'s red list and E.Us black list" are permitted. Cultural methods of control are used wherever possible. The Council does not use residual herbicides.

Artificial fertilisers are only used if no suitable alternative is available. It is recognised that artificial fertilisers are associated with degradation of the environment. Organic fertilisers, for example Sea Weed Extract are used on the cricket pitch and the bowling green.

3.4.3 Horticultural Peat

Peat is not used in the Council's parks and gardens and recycled materials, for example spent mushroom compost are being used as an alternative. This is in recognition that the world's peat bogs are being reduced at an alarming rate so destroying valuable wetland habitats and releasing carbon dioxide.

3.4.4 Waste Plant Material

Wherever possible all green waste is recycled and reused. At present this is limited, however, composting areas will be created this year. All green waste produced onsite, including old bedding, will be composted and used within the park. All pots used for the bedding plants are collect by the supplier to be reused.

3.4.5 Horticultural and Arboricultural Standards

The Parks Supervisors at Ottershaw Memorial Field have been employed by the Council for a combined total of 50 years; over this period they have received extensive training, which is continuously reviewed and updated. The Parks Supervisors are committed to achieving high standards and work with sport clubs to produce the ideal playing surface. Professional contractors undertake any specialist works, for example, tree surgery and extensive drainage works.

3.4.6 Energy conservation, pollution reduction, waste recycling and resource conservation measures

When replacing equipment, preference is given to energy efficient materials. Low energy light bulbs should be preferred as they on average use 20% of the energy and last up to ten times longer than conventional bulbs. Overall the Council's policy is to purchase recycled materials wherever possible, and to try to ensure those products purchased are capable of being recycled themselves eventually.

Environmental considerations are taken into account when assessing new suppliers. Where quality and value for service are equal, preference is given to suppliers with an environmental management system in place or to those businesses that have started considering their environmental performance. The grounds maintenance contractor has attained ISO 140001. The use of local suppliers is encouraged, in order to reduce transportation.

OBJECTIVES: SUSTAINABILITY

1. Create compost areas
2. Provide staff with training on environmentally friendly operations
3. Enforce revised Environmental Policy
4. Phased replacement of all light bulbs with low energy light bulbs

3.5 Conservation and Heritage

3.5.1 Natural features, Wildlife and Flora

Ottershaw memorial field has the benefit of a large area of woodland at its rear, which is one of its most significant features. The woodland currently contains a mixture of trees, shrub and ground covering species and is most diverse at its northern and western edges. Tree species in these areas include Oak, Alder, Beech, Sweet Chestnut, Rowan, Silver Birch and Scots Pine. Towards the centre of the woods the trees species found are predominantly Scots Pine and Silver Birch. There is a lot of Holly within in the woodland and in places Rhododendron is also present. There are ground covering species such as Ferns and Brambles.

There are good habitats for invertebrates and mammal's in particular where stumps and piles of wood have been left in-situ. The woodland appears to be a good nesting site for birds although a full survey needs to be undertaken to establish the extent of the species found in this area. Numerous bracket fungi have been found in this woodland suggesting that it is also a good site for these species. The

council plan to carry out a phase one habitat survey for the woodland which will give a much better indication of the species present. From this the council will then be able to draw up a detailed management plan.

As a broad aim for the woodland the council would like to create a more diverse range of habitats with the aim of increasing biodiversity and species richness whilst also encouraging community involvement and education. To achieve this, the council would like to implement projects to:

- Thin out tree species where they have formed dense thickets
- Instigate careful management of invasive Holly and Rhododendron species
- Make more use of the ditch at the eastern end of the woodland as this could form a small wetland habitat
- Install bird boxes
- Create more log piles for invertebrate mammal to inhabit
- Diversify plant species found in woodland using seed from local area
- Clear a strip through brambles to allow bulbs and ground layer species to thrive
- Consider diversifying range of tree and plant species at the top of Ether Hill where there is currently a lot of Scots Pine
- Investigate the creation of an accessible nature trail, providing educational opportunities for all.
- Consider an area of woodland for coppicing
- Create interpretation boards

The projects mentioned here would be carried out in line with consultation involving groups such as the Surrey Wildlife trust, the RSPB and the British Trust for Conservation Volunteers. The council would like to include volunteers in future conservation projects as much as possible as this would be a good way of getting the local community involved in the management of the park.

Other areas of the memorial field, which contain conservation features, include the north boundary of the park, which runs parallel to Foxhill Road. Here a native hedge has been established which includes species such as Hawthorn, Beech, Holly and Ivy. This hedge is thin with gaps in places but has potential to become a good habitat for a range of species. For the future management of this hedge the council will aim to plant with native species any thinned out or missing sections. The council will also aim to alter the cutting regime for the hedge so that it is cut once a year at the end of February to

ensure that winter food sources such as seed and berries are not affected and that the cutting of the hedge does not interfere with the nesting season for birds. The council will try to ensure that future cutting methods for this hedge will mean that becomes thick and dense and is shaped in such a way as to encourage nesting sites for birds. The cutting regime mentioned here will also be used on the holly hedge at the western end of the memorial field.

There is currently an area of under used land within the memorial field close to the tennis courts, which is currently amenity grassland with some ornamental shrubbery. There is potential to create a meadow and small wetland in this area. This would not only be a place of interest for visitors but would also be a quiet corner where people can sit and contemplate. The creation of this area would also be a good opportunity to involve volunteers in the park. The council will look at these options within the objectives for the park.

Behind the woodland area of the memorial field is another section of land owned by the council. This area also contains woodland and connects the memorial field to Chobam Road and Ottershaw Chase beyond. As this area is not included as part of the memorial field it has not been included on the current management plan. However the council will endeavour to write a management plan for this area in the future using techniques sympathetic to the management that is being used within the woodland at the memorial field.

There is a public footpath, which runs from the Chobham Road through Ether Hill open space and onto Foxhill Road via Ottershaw Memorial Fields. Plans are being developed to upgrade this to a bridleway, which will interconnect Ottershaw Chase to Homewood Park. The council will try to ensure that the bridleway has as little impact on the woodland as possible during both its construction and usage. Specific consideration will be given to ways in which nutrient enrichment and erosion can be managed.

3.5.2 Landscape features

The general layout of the park is formal and therefore consists of amenity planting with both summer and winter bedding. The largest area of amenity planting can be found at the main entrance to the park and where there is a series of mixed herbaceous borders as well as a seasonal bedding scheme.

The largest landscape feature of the memorial ground is the woodland, which provides an attractive backdrop to the rest of the park. This woodland is well used by walkers and dog walkers alike and can

be used to get between the memorial ground and other open spaces near by. Although the majority of this woodland is young there are some good specimens of mature Oak and Scots pine.

At the eastern end of the memorial field is the bowling green which is enclosed by a mature hedge. This area is well kept in a traditional manner providing good facilities. The council will be carrying some improvements in bowls area, which will include undertaking a planting scheme for the beds around the green and installing more suitable benches for the users of this area.

The largest area of the memorial fields is taken up with the two football pitches and cricket table, which have a considerable impact on the layout of the park. As an objective for the park the council will look at ways of breaking this space up. This could be done by planting clusters of trees extending from the woodland to the car park at the western end of the memorial field.

3.5.3 Buildings and structural features

Owing to the many changes of use within the park the buildings are all relatively new. The building, which now houses the playgroup and public toilets, was originally a residence for the land girls during the Second World War. This building was updated in 1991 to facilitate its current usage.

The most prominent building within the grounds is the pavilion. It was built between 1955 and 1961 and commemorates those who lost their life during the Second World War. This building originally housed an old clock, which was also dedicated to the memory of those who fought in the war. This was later removed and replaced by the present clock.

The third building at the memorial field, used by the Scout and Guide groups, is by far the newest. It was built in 1995 and was officially opened in 1996.

OBJECTIVES: CONSERVATION AND HERITAGE

1. Carry out a phase one habitat survey of the conservation features at the memorial fields and from this compile a detailed management plan for these areas.
2. Consult conservation groups such as the RSPB, Surrey Wildlife Trust and British Trust for Conservation Volunteers about the future management of the memorial field
3. Fill out hedge along Foxhill Road with native species
4. Change cutting regime for boundary hedges on northern and eastern side of the park. This will include changing the timing and method of the cut.
5. Seek to create a meadow and small wetland habitat around the side of the tennis courts at the very eastern end of the park
6. Involve volunteers as much as possible in future conservation projects
7. Seek to undertake phase one habitat survey and from it create a detailed management plan of the woodland behind Ether Hill which is also owned by the council. This management plan must link in with the one that is being done for the memorial fields
8. Plan bridleway route and investigate ways of reducing its impact on the woodland
9. Undertake planting scheme within the bowling green and install easi-riser benches for those using this area.
10. Investigate whether tree planting could be undertaken at the western end of the football pitches to aesthetically break up open space containing the football and cricket pitch.

3.6 Community Involvement

3.6.1 Evidence of Community Involvement

Ottershaw Memorial Field is managed with the aim of providing the local community with a range of facilities. The council wish to increase community involvement and to encourage the local residents to take an active role in the future management of the park. Runnymede Borough Council, Surrey County Council and the local police have varying amounts of contact with the public at the park, however the council would like to coordinate this contact in the future so that the points raised by the public can be effectively acted upon. The Council has recently compiled a "Listening to Young People" policy, which states that the council will involve the young people of the borough in the provision and management of facilities.

The Council is in daily contact with visitors to the park with Parks supervisors usually being the first point of contact. The Parks Supervisors are able to provide information on the Council's future intentions and report concerns of visitors to the Parks Officer. The Parks Officer responds to any concerns and consults with the people affected to either explain the Council's actions or to mitigate the problem.

Example – Lighting in the main car park

The parents of children who attend the Scout and Guide group were concerned about the safety of their children as they crossed the car park to get to the building, which the groups use. They felt that because of the lack of lighting those driving into this car park would not see children. As a result the council put forward a proposal to local residents for lighting to be installed in the car park. There were serious concerns voiced about light pollution particularly from residents whose houses back onto the memorial field. In view of this the proposal to install lighting has been halted and other methods of ensuring the children's safety are being pursued (see below).

Example – Sleeping policemen

The Council has been approached by the Scout and Guides groups and asked if they can devise a way of ensuring that children do not run out into the path of fast moving traffic within the car park nearest to the bowling green. Through consultation with the park supervisors the council realised that it was going to be important to keep open access past the Scout building for works vehicles. The council have therefore proposed that sleeping policemen are installed around the car park instead to slow vehicles down. Local residents and the users groups are to be consulted again and if there is general agreement the scheme will be implemented.

Example – Refurbishment of Play Area

The play area at the Memorial Fields is to be updated as part of a borough wide refurbishment programme. Local schools, the playgroup, Scouts, Guides and current users of the park have been consulted and asked to choose the equipment they would like to see installed. Consultation is now complete and the refurbishment is to be completed before April 2006.

Example - Building for the Scouts and Guides

The Scouts and Guide groups were keen to have a new building but before any work commenced the two clubs were consulted to see how they would like it to be designed. Local residents were also involved in this consultation. Once the final design had been established the local community raised

money for the construction by having a week long festival. The building was completed in 1995 and is now used on a regular basis.

Example – Multi use games area

The older children within the local community were consulted over the range of facilities that were available to them at the memorial ground. The result of this consultation showed that they felt that they only had access to a muddy football pitch and that there were no other ball court facilities within the park. As result of this the council looked into the various options available and with further consultation with the young people installed a multi use games area within the park.

The development of this management plan provides an excellent opportunity to further increase the level of community involvement in the park. In particular, the future management techniques that the council propose to use to improve areas such as the woodland will provide many opportunities to involve the public. The public will regularly be updated on what is happening in the memorial field and will be invited to give views on projects.

3.6.2 Knowledge of the Local Community

In 2002 the council carried out a best value review for all parks and open space in the borough. This review was carried out by an independent company on the council's behalf and provided a detailed review of how the boroughs open spaces are used. The document covered a number of issues including types of user group, numbers of visitors and most used facilities. The best value review will be carried out again over the next year.

Although the best value review gave a good indication of the uses of the council's open spaces in general it was not specifically targeted at people who use Ottershaw Memorial Field. Some indication of the number of visitors using the facilities at the memorial fields is given through the booking system which the Park Supervisors use however a full survey needs to be undertaken to better understand the parks usage. The council will therefore seek to undertake an independent survey of this nature in order to better understand the local community and their patterns and levels of use.

3.6.3 Provision of Recreational Facilities

The memorial field provides a wide range of activities. There is a variety of play equipment, which has been designed to cater for wide age range for young people. This equipment will be upgraded shortly and will provide broader range of activities for its users. There are a number of well-used sport facilities

for people of all ages and the grounds are very popular with walkers and dog walkers alike. The park is very busy in the summer with both car parks nearing their capacity.

The grounds have the facilities to cater for public events and are used annually for the May Day celebration, which is led, by the Scouts and Guides. The memorial field is also occasionally used for the Ottershaw Fete. This is a great opportunity for local residents who don't normally use the park to go and see what it has to offer. The cricket and bowls clubs occasionally hold their own smaller events and this sometimes includes other clubs.

There is a good opportunity to hold more events at the memorial field particular as it is well adapted for this use. Not only would this attract more people to the park but it will also advertise the facilities the park has to offer. There may also be an opportunity at these events for council representatives to talk to the public about the park and to obtain their views on how it can be improved.

OBJECTIVES: COMMUNITY INVOLVEMENT

1. Consult with the local residents and organisations on implementation of the management plan
2. Coordinate future consultations with other organisations such as the police and Surrey County
3. Encourage the local community to have more involvement in the park
4. Survey visitor numbers and patterns to gain an understanding of the provision of recreational facilities for all the communities
5. Regularly update residents on what is happening within the park
6. Encourage the local community and businesses to hold more events at the park

3.7 Marketing

Ottershaw Memorial Field was donated to the Council to be utilised by the community of Runnymede. The Marketing Strategy is aimed at promoting the availability of the facilities for all sections of the local community. The objectives are to be implemented over the next five years through the Management Plan and should be monitored through annual visitor surveys. It is hoped that by attaining the Green Flag Award the Local Community and current users will work together to become increasingly involved in the day-to-day management of the park and the organisation of community events.

Ottershaw Memorial Field is located in the Foxhills electoral ward, which is formed of Ottershaw village, and a series of other small settlements. The ward covers an area of 1,835ha with the majority of the ward designated as Greenbelt. Foxhills ward has a low population density of 3 people per hectare with a population of 5,467 (Census 2001). There are 977 people under 15 years old and 873 people 65 years old and over. The catchments area not only includes the residents within the Foxhills ward but also includes the residents of wards of Addlestone North, Addlestone Bourneside and South Chertsey & Row Town.

The local Scout & Guide group along with the sport groups provide important opportunities to promote the park and the activities it hosts through word of mouth to friends and families. The park should be marketed not only as an opportunity for the community to participate in the various activities on offer, but also as a more general opportunity for the community to access the borough's open spaces and public footpaths. The woodland would also provide the opportunity to educate visitors on the conservation value of the habitat and the operations involved in its continual management. Ottershaw Memorial Field aims to provide facilities for all sections of the local community to relax and enjoy the peaceful surroundings and to participate in activities including walking, football, bowls, tennis and cricket. Current user groups include:

- | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <p>Local Community:</p> <ul style="list-style-type: none"> • Dog walkers • Walkers • Young People • Families | <p>Sport Groups:</p> <ul style="list-style-type: none"> • Bowling club • Football club • Cricket club • Weight Lifting Club | <p>Workers:</p> <ul style="list-style-type: none"> • Council Workers • Local Workforce | <p>Other Groups:</p> <ul style="list-style-type: none"> • Pre-school group • Scout Group |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|

The annual budget for the maintenance of the park is £79,300 and is funded by the council. The budget covers the day-to-day management operations including the employment of parks supervisors, maintenance of grounds & premises and supplies & services. Additional works are funded through a general parks budget for "special" works. Private organisations are approached for projects needing significant investment, directly by an authorised Officer or through the Association for the Improvement of Runnymede (AIR). AIR specialise in working with the private sector to identify and secure funding. Income from the park from hiring of facilities for 2005-06 is estimated at £17,700.

Information on the park can be found by following the links on the Runnymede Borough Council's website (www.runnymede.gov.uk), which provides information on location and facilities. Information on the park can also be found in local authority buildings including libraries and leisure centres. Events in the park are currently promoted by the overall organiser for the specific event, for example the Youth Development Team promote events such as the annual play schemes by using mailing lists and contacting local schools. Parks Supervisors are able to pass information to existing users and notice boards are to be installed within the park providing up to date information on forthcoming events, management operations and proposed improvements.

Facilities in the park can be booked by contacting the council by phone, email or by visiting the leisure services reception. Booking can be made between 8.30 am and 4.30 pm Monday to Friday. Day to day bookings for activities including football, cricket, bowls and tennis can be taken onsite by the Parks Supervisors.

OBJECTIVES: MARKETING

1. Ensure park entrance signs are attractive in design, of good quality and contain contact information
2. Promote the parks facilities, services and environment through local publications, notice boards and local business's
3. Publish Management plan on the Runnymede Borough Council's Website
4. Design high quality leaflets
5. Provide detailed information on the website about parks location and public transport links
6. Develop a programme of events to attract more visitors
7. Undertake a survey to establish visitor characteristics and numbers

4.0 Aim

The aim of the management plan is to maintain the natural setting of the memorial field whilst increasing its value for the local community through the development of new facilities, activities and effective promotion. In addition the management plan will seek to conserve and enhance the woodland habitat and encourage volunteers assist in its future management.

5.0 Management Objectives

- Maintain and enhance open access to all members of the local community
- Maintain and enhance the safety of the park for its users
- Maintain and enhance the security of the site
- Promote healthy activities within the park
- Keep the park well maintained and clean
- Manage park inline with policies set out in this document
- Maintain and enhance conservation and heritage value of the site
- Maintain and enhance community involvement
- Continue to effectively market the park

6.0 Site Prescriptions

6.1 Work Programme

The Recommendations listed above are all subject to the funding being available. External funding may need to be obtained to ensure implementation. The management plan will be reviewed annually to ensure the targets are met. The plan will be monitored throughout the year.

Objective Number	Site Evaluation	Objective	Brief Description of Management Objectives	Area	Resources	Key Officer	Year				
							06	07	08	09	10
1	Welcoming Place	Maintain a clean and tidy site	Ensure that the park is checked at least twice a day for litter, dog fouling, graffiti, vandalism etc and ensure that all aspects of the park are tended to regularly	Throughout site	Existing Budget	Parks Officer	█	█	█	█	█
2	Welcoming Place	Facilitate equal access for all members of the community	Improve access to the areas of the park for people with disabilities. Ensure that well used areas of the park are accessible for all.	Throughout Site	Existing Budget	Parks Officer	█	█			
3	Welcoming Place	Improve signage at the entrances and throughout the park.	Carry out an audit of the current signage and replace and install new signs where required. To comply with the objectives set out in Healthy, Safe and Secure, signage should include information on location of public telephones, drinking water points and toilet facilities. Emergency contact numbers should also be included	Throughout Site	Existing Budget	Parks Officer	█	█			

Objective Number	Site Evaluation	Objective	Brief Description of Management Objectives	Area	Resources	Key Officer	Year				
							06	07	08	09	10
4	Welcoming Place	Identify potential funding to extend footpaths around park	Source funding to construct paths throughout the park with the aim to improve access for all.	Throughout Site	External Funding	Technical Officer					
5	Welcoming Place	Install designated footpath from pedestrian entrance on Foxhill Road to main sport field	Investigate the installation of pedestrian barriers and line markings at this location.	Northeast boundary	Existing Budget	Parks Officer					
6	Welcoming Place	Replace worn benches with new and install Easi-riser benches around the pavilion and bowls area with hard standing for wheelchair access	Undertake an audit of existing benches. Consult with existing park users to select suitable location for new benches.	Throughout Park	Existing Funding	Parks Officer					
7	Welcoming Place	Carry out proposed improvement works to play area	Undertake the proposed refurbishment of the play area ensuring that all safety guidelines are adhered to.	Play Area	Existing Budget	Technical Officer					
8	Welcoming Place	Install bicycle lock up area	Bicycle racks to be installed near entrances.	Both entrances	Existing Budgets	Technical Officer					

Objective Number	Site Evaluation	Objective	Brief Description of Management Objectives	Area	Resources	Key Officer	Year				
							06	07	08	09	10
9	Welcoming Place	Maintain park infrastructure in a safe and secure condition	Continue to undertake inspections of all structures and equipment.	Throughout site	Officer Time	Parks Officer	█	█	█	█	█
10	Welcoming Place	Install ramp from eastern car park into the bowling green for disabled access	Ramp should be installed to comply with relevant safety standards.	Bowling Green	Existing Budget	Parks Officer		█			
11	Welcoming Place	Contact local artist to see if they have any interest in creating a sculpture for the park	Work with local arts groups to produce a sculpture to be displayed within the park.	Throughout site	Officer Time	Parks and Amenities Manager	█				
12	Healthy, Safe and Secure	Continue management practices in the park that ensure the safe use for all visitor groups	Ensure Park Supervisors continue to have a visual presence within the park and are easily identifiable to all visitors.	Throughout site	Officer time	Parks Supervisor	█	█	█	█	█
13	Healthy, Safe and Secure	Increase community ownership of the park and encourage them to report any antisocial behaviour	Involve visitors in the management of the park and consult on future developments.		Officer Time	Parks and Amenities Manager	█	█	█	█	█

Objective Number	Site Evaluation	Objective	Brief Description of Management Objectives	Area	Resources	Key Officer	Year				
							06	07	08	09	10
14	Healthy, Safe and Secure	Ensure that the Health and Safety Policy is in place and adhered to	Provide regular training for all staff involved in the management of the park. Ensure all incidents within the park are recorded and investigated.		Officer Time	Health and Safety Officer	■	■	■	■	■
15	Healthy, Safe and Secure	Continue to work closely with the police and see if the council can increase their presence in the park	Encourage the local police force to include the park on a regular patrol of area	Throughout site	Officer Time	Parks and Amenities Manager		■			
16	Healthy, Safe and Secure	Maintain toilets and changing rooms in good condition	Continue to ensure all buildings are inspected and cleaned each morning and when required throughout the day	Buildings	Supervisor Time	Parks supervisors	■	■	■	■	■
17	Healthy, Safe and Secure	Undertake replacement program for the picnic tables in the play area	Undertake an audit of existing picnic furniture. New picnic furniture must be socially inclusive and meet the guidelines set out in the Council's Sustainable Procurement Policy.	Play Area	Officer Time Existing Budget	Technical Officer		■			
18	Healthy, Safe and Secure	Install paths within the play area to allow access for pram and wheelchair users	Path should link with existing paths to reduce wear at entrances and aid access to play equipment for all users	Play Area	Existing Budgets	Technical Officer					■

Objective Number	Site Evaluation	Objective	Brief Description of Management Objective	Area	Resources	Key Officer	Year				
							06	07	08	09	10
19	Healthy, Safe and Secure	Refurbish current dog bins and install more around the park. Also install signage about dog litter.	Undertake an audit of all dog bins. Consider relocating dog bins to areas of high demand, for example near car parks and amenity woodland.	Throughout site	Officer Time	Technical Officer					
20	Well Maintained and Clean	Continue to maintain the Memorial Field in a clean condition and ensure that all equipment and facilities within the park are well maintained	Ensure inspections are undertaken daily to maintain park is a clean and safe environment	Throughout site	Supervisor Time	Parks Supervisors					
21	Well Maintained and Clean	Repair existing dog and litterbins and increase the number of both types of bins across the park.	Replace bins showing signs of wear. Install new bins in areas of high demand. Works should be undertaken in conjunction with objective 19.	Throughout site	Existing budget	Technical Officer					
22	Well Maintained and Clean	Install small recycling bins in strategic locations such as the play area, multi use play area and pavilion	Recycling should be encouraged in all parks and open spaces. Small recycling bins should be installed to encourage visitors to separate their rubbish and recycle as much waste as possible.	Throughout site	Existing Budget	Technical Officer					

Objective Number	Site Evaluation	Objective	Brief Description of Management Objective	Area	Resources	Key Officer	Year				
							06	07	08	09	10
23	Sustainability	Provide information on environmentally friendly operations	New signage should include information on the management techniques use within the park	Throughout site	Existing budget	Technical Officer	█				
24	Sustainability	Enforce revised Environmental Policy	The Council's Environmental Policy is currently being reviewed. Policy should be implemented through management techniques.	Throughout site	Officer Time	Parks Officer	█	█	█	█	█
25	Sustainability	Replace all light bulbs with low energy light bulbs	Existing light bulbs should be replaced as necessary.	Throughout site	Existing Budget	Parks Officer	█	█	█	█	█
26	Conservation and Heritage	Carry out a phase one habitat survey of the conservation features at the memorial fields and from this compile a detailed management plan for these areas.	The site has potential to improve the conservational value of the amenity woodland. Areas of high conservational potential should be identified and sensitive management techniques implemented to increase biodiversity	Throughout site	Officer time	Technical Officer				█	

Objective Number	Site Evaluation	Objective	Brief Description of Management Objectives	Area	Resources	Key Officer	Year				
							06	07	08	09	10
27	Conservation and Heritage	Consult conservation groups such as the RSPB, Surrey Wildlife Trust and British Trust for Nature Conservation about the future management of the memorial field	Encourage specialist organisations to become involved with the management of the site to improve the conservational value and to promote the park.		Officer time	Technical Officer					
28	Conservation and Heritage	Fill out hedge along Foxhill Road with native species	Infilling gaps in the hedge will create a more secure boundary and will create valuable habitat for birds and small mammals.	Northeast boundary	Existing budget	Parks officer					
29	Conservation and Heritage	Change cutting regime for boundary hedges on northern and eastern side of the park. This will be the timing and method of the cut.	The change in regime will reduce disturbance to wildlife.	Northeast boundary	Officer time	Parks officer					

Objective Number	Site Evaluation	Objective	Brief Description of Management Objectives	Area	Resources	Key Officer	Year					
							06	07	08	09	10	
30	Conservation and Heritage	Seek to create a meadow and small wetland habitat around the side of the tennis courts and the very eastern end of the park	The area near to tennis court is currently not utilised. The creation of meadow will increase biodiversity whilst encouraging use by visitors and providing educational opportunities.	Near to eastern boundary	Existing budgets	Parks Officer						
31	Conservation and Heritage	Involve volunteers as much as possible in future conservation projects	Encourage local to undertake tasks to improve the conservational value of the park.		Existing budgets	Technical Officer						
32	Conservation and Heritage	Seek to undertake phase one habitat survey and detailed management plan of woodland behind Ether Hill which is also owned by the council. This management plan must link in with the one that is being done for the memorial fields	Develop Ether Hill open space with the aim to increase biodiversity and to incorporate the amenity woodland at the adjoining Ottershaw Memorial Fields.	Ether Hill Open space	Officer Time	Technical Officer						

Objective Number	Site Evaluation	Objective	Brief Description of Management Objectives	Area	Resources	Key Officer	Year				
							06	07	08	09	10
33	Conservation and Heritage	Plan bridleway route and investigate ways of reducing its impact on the woodland	Work in conjunction with the Ottershaw Horse society and Surrey Council to create a bridleway along the north boundary of Ottershaw Memorial Fields	North boundary	Officer Time	Technical Officer					
34	Conservation and Heritage	Undertake planting scheme on border next to bowling green and install easi-riser benches for those using this area.	Planting should be ornamental and should be planted in early spring. Easi-riser benches should be installed at various spaces around the Bowling Green	Bowling Green	Existing Budget	Parks Officer					
35	Conservation and Heritage	Investigate whether tree planting could be undertaken at the western end of the football pitches to aesthetically break up open space containing the football and cricket pitch.	Consult current park users, including sport clubs to establish support for the planting scheme.	Sport pitches	Officer time	Parks Officer/ Park Supervisors					

Objective Number	Site Evaluation	Objective	Brief Description of Management Objectives	Area	Resources	Key Officer	Year				
							06	07	08	09	10
36	Community Involvement	Consult with the local residents and organisations on implementation of the management plan	Provide Local residents and user groups with copies of the management plan and ask for their comments on the plans for the parks development. Consult with the local community before undertaking any improvements and provide interpretation highlighting the aims and objectives of the improvement work		Officer time	Parks and Amenities Manager/ Technical Officer/ Parks Officer	█	█	█	█	█
37	Community Involvement	Coordinate future consultations with other organisations such as the police and Surrey County Council	Create a schedule for regular meetings to formulate a series of events and activities		Officer time	Parks and Amenities Manager/ Surrey CC/ Addlestone Police force	█	█	█	█	█
38	Community Involvement	Encourage the local community to have more involvement in the park	Engage the local community in conservational works and in the day-to-day management of the park.		Officer Time	Parks and Amenities Manager	█	█	█	█	█

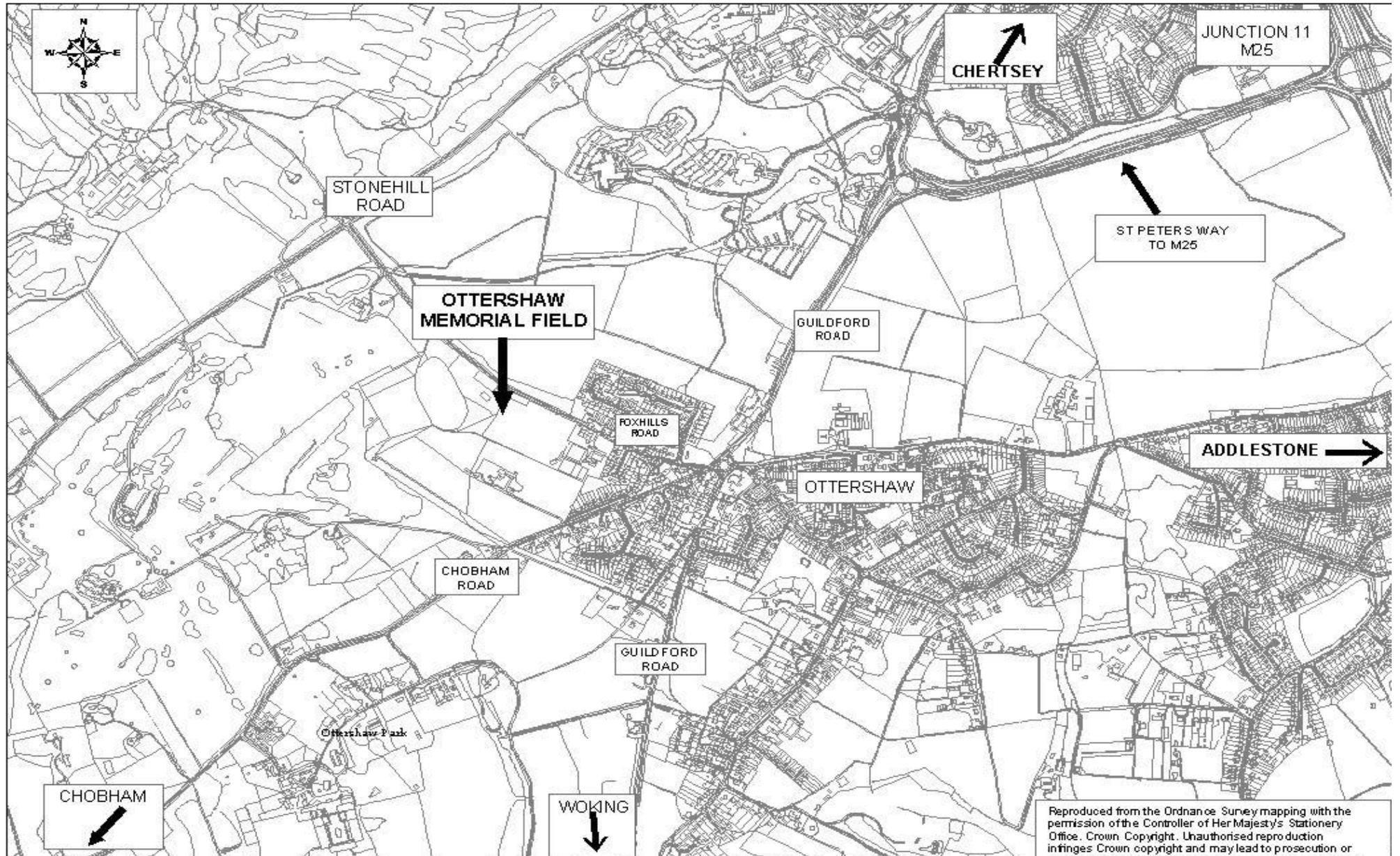
Objective Number	Site Evaluation	Objective	Brief Description of Management Objectives	Area	Resources	Key Officer	Year				
							06	07	08	09	10
39	Community Involvement	Survey visitor numbers and patterns to gain an understanding of the provision of recreational facilities for all the communities	Undertake an annual survey of existing users of the park and the local community		Officer Time	Technical officer	█	█	█	█	█
40	Community Involvement	Regularly update residents on what is happening within the park	Consult local residents before undertaking any improvements within the park. Provide information on signs within the park displaying details on the proposed work plan for the year		Officer time	Technical officer	█	█	█	█	█
41	Community Involvement	Encourage the local community and businesses to hold more events at the park	Promote the park as potential venue for local events and activities. Promotion should be undertaken through local publications, direct mailing and signage in the park.		Existing budget	Parks and Amenities manager/ Technical officer	█	█	█	█	█

Objective Number	Site Evaluation	Objective	Brief Description of Management Objectives	Area	Resources	Key Officer	Year				
							06	07	08	09	10
42	Marketing	Ensure park entrance signs are attractive in design, of good quality and contain contact information	Carryout an audit of the current signage and replace and install new signs where required	Throughout site	Existing Budget	Technical officer	█				
43	Marketing	Promote the parks facilities, services and environment through local publications, notice boards and local business's	Utilise local publications to promote the park and events. Notice boards should contain up to date information and an events diary for the season/year.		Existing Budget	Technical officer	█	█	█	█	█
44	Marketing	Publish Management plan on the Runnymede Borough Council's Website	Management Plan should be easily accessible with clear links from the main Runnymede Borough Council website.		Officer time	Website Developer	█				
45	Marketing	Design high quality leaflets	Leaflets should be clear and displayed at local leisure venues, including libraries and leisure centres		Existing Budget	Technical officer		█			
46	Marketing	Provide detailed information on the website about parks location and public transport links	Information should be easily accessible with clear links from the main Runnymede Borough Council website.		Officer time	Website Developer	█				

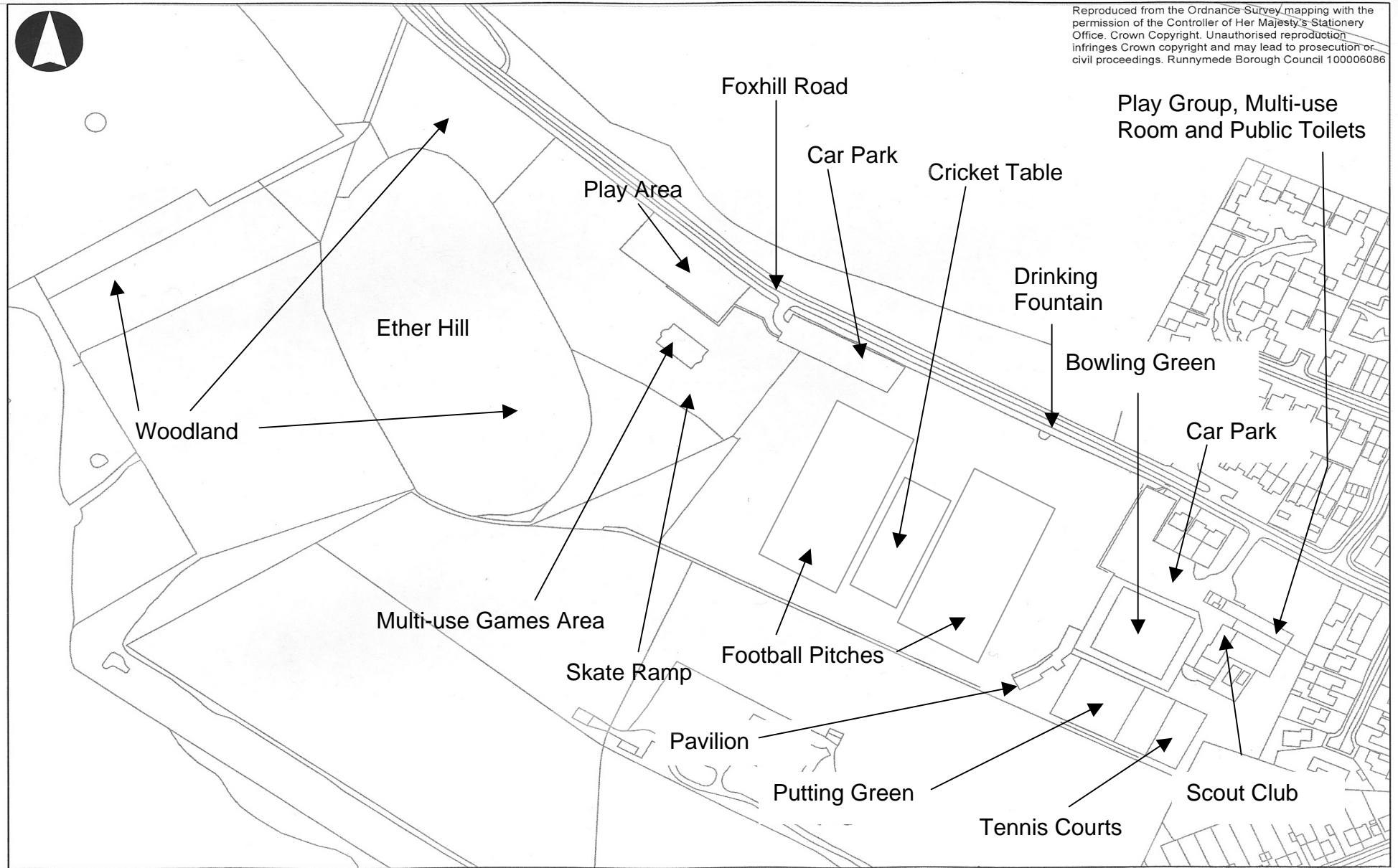
Objective Number	Site Evaluation	Objective	Brief Description of Management Objectives	Area	Resources	Key Officer	Year				
							06	07	08	09	10
47	Marketing	Develop a programme of events to attract more visitors	Programme should be diverse to meet the requirements of the local community. Effective promotion of the events must be undertaken to provide the opportunity for all sectors of society to participate.		Officer time	Parks and Amenities Manager/ Parks Officer/ Surrey County council					

APPENDICES

APPENDIX 1 - LOCATION



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APPENDIX 2 TREE SPECIES LIST

<i>Aesculus hippocastanum</i>	Sweet Chestnut
<i>Betula pendula</i>	Silver Birch
<i>Carpinus betulus</i>	Hornbeam
<i>Crataegus monogyna</i>	Hawthorn
<i>Cedrus atlantica Glauca Group</i>	Atlas Cedar
<i>Fagus sylvatica</i>	Beech
<i>Ilex spp.</i>	Holly
<i>Juglans spp.</i>	Walnut
<i>Pinus spp.</i>	Pine
<i>Prunus spp.</i>	Ornamental Cherry
<i>Quercus Ilex</i>	Holm Oak
<i>Quercus robur</i>	English Oak
<i>Quercus rubra</i>	Red Oak
<i>Sorbus aucuparia</i>	Rowan

APPENDIX 3 – OPENING TIMES



OPENING AND CLOSING TIMES FOR ALL PARKS
2005

Week Commencing	All Parks will Open	Closing Time
Monday 24 January	At 8.00 a.m. Week days	5.00 p.m.
Monday 7 February	At 9.00 a.m. Weekends	5.30 p.m.
Monday 21 February	At 9.00 a.m. Bank Holidays	6.00 p.m.
Monday 7 March	Throughout the Year	6.30 p.m.
Monday 21 March		7.00 p.m.
Monday 4 April		8.00 p.m.
Monday 25 April		8.30 p.m.
		9.00 p.m.
	Monday 25 April UNTIL	
	Sunday 21 August INCLUSIVE	9.00 p.m.
Monday 22 August		8.30 p.m.
Monday 5 September		8.00 p.m.
Monday 19 September		7.30 p.m.
Monday 3 October		7.00 p.m.
Monday 17 October		6.30 p.m.
Monday 24 October		6.00 p.m.
Monday 7 November		5.00 p.m.
	Monday 28 November UNTIL	
	Sunday 29 January 2006	4.30 p.m.

- i) All sports must be completed 15 minutes before closing time*
- ii) All members of the public must be clear of the grounds by the closing time, after which the gates will be closed and locked*

Bowls Season	Commences	:	30 April	2005
	Ends	:	25 September	2005
Cricket Season	Commences	:	30 April	2005
	Ends	:	25 September	2005
Football Season	Commences	:	1 October	2005
	Ends	:	2 April	2006